

# **Congressional Nomination Application Procedures**

## **United States Service Academies**

### **Class of 2014**

### **Congressman Christopher Murphy**

Dear Applicant:

The following information is meant to assist you in applying for Congressman Murphy's nomination to a United States Service Academy. While this process is very exciting, it is also challenging. Our office is eager to assist you. Please be aware that the timely submission, completeness, accuracy and appearance of your application are important aspects of the selection process. Please review the information and guidelines below. We also recommend that you retain a copy of all documents that you submit to our office. Thank you.

#### **ELIGIBILITY**

Nominees must adhere to the following eligibility requirements:

- Nominees **MUST BE** United States Citizens.
- Applicants **MUST BE PERMANENT** residents of Connecticut **AND** the Fifth Congressional District.  
*\*\* Please note that the towns of Torrington and Waterbury are divided between two congressional districts. By law Congressman Murphy can only provide nominations to those who reside in his district. If you live in one of these towns please confirm with your Registrar of Voters that you reside in the Fifth Congressional District or contact the office with questions.*
- Candidates must be at least 17 years old, but not have passed their 23<sup>rd</sup> birthday by July 1 of the year of admission.
- *Candidates for admission to the Merchant Marine Academy must be at least 17 years old, but not have passed their 25<sup>th</sup> birthday by July 1 of the year of admission.*
- Candidates must be unmarried.
- Candidates must have no legal obligations to support any dependents.
- There will be physical aptitude and medical testing requirements to qualify.
- Academically, the majority of students accepted to the academies are in the top 20% of their class, with higher than average test scores in Math and English.

Prior to applying for a nomination, each candidate **must** contact the academies directly to request a Pre-Candidate Questionnaire. Upon completion and return of this form to the academy, you will be informed of academy requirements, including physical examinations and physical aptitude tests. It is also recommended that each candidate plan to visit the academies to meet with admissions representatives, speak to cadets, and to view the facilities.

## **ADMISSION TO THE SERVICE ACADEMIES**

Admission to the Academies is a two-tiered process. You must first receive a nomination from your Congressman or Senator, and then your application will be reviewed by the Academy for final appointment/admission to the respective Academy.

### **METHOD OF NOMINATION**

To request an application packet for nomination, please visit our website at [www.chrismurphy.house.gov](http://www.chrismurphy.house.gov) or contact our New Britain district office: Office of Congressman Christopher Murphy, 114 West Main Street, Suite 206, New Britain, CT 06051, Attn: Joanne Cannon. ***This application process is for nominations, and is separate from the application you must complete for the academies.***

Congressman Murphy accepts nominations to the following service academies. The service academies may be contacted earlier in the calendar year to request candidate information sent directly to your home.

U.S. Air Force Academy	Air Force Academy Admissions Office HQ USAFA/RRS, 2304 Cadet Drive, Suite 200 USAF Academy, CO 80840-5025 <a href="http://www.usafa.af.mil">http://www.usafa.af.mil</a>
U.S. Military Academy (West Point)	Director of Admissions United States Military Academy 600 Thayer Road West Point, NY 10996-9902 <a href="http://www.usma.edu/">http://www.usma.edu/</a>
Naval Academy	United States Naval Academy Candidate Guidance Office 117 Decatur Road Annapolis, MD 21402-5018 <a href="http://www.usna.edu">http://www.usna.edu</a>
Merchant Marine Academy	United States Merchant Marine Academy Admissions Office Kings Point, NY 11024-9997 <a href="http://www.usmma.edu/">http://www.usmma.edu/</a>

\*The U.S. Coast Guard Academy in New London does not require a congressional nomination.

Congressman Murphy uses a “competitive” form of nomination. Using this method, the Member of Congress submits to the academy an unranked list of nominees for each vacancy. The academy then reviews the list and selects the most qualified candidates.

Due to the competitiveness of this selection process, it is strongly recommended that each candidate apply to both U.S. Senators and their U.S. Representative. Applicants may wish to consider applying to the Vice President for nomination. Please refer to the academy catalog or an admissions representative for further information.

An applicant who has a parent who is an active or retired military person, a disabled or deceased veteran, a POW/MIA, or a Medal of Honor winner, may wish to contact the academy to learn of additional means of receiving a service connected or Presidential nomination.

### **REQUIRED DOCUMENTS**

An application file is considered complete in Congressman Murphy’s office when it contains the following items:

- 1) **Completed application form.** Applications must be typed or neatly written. For your convenience the application is posted on [www.chrismurphy.house.gov](http://www.chrismurphy.house.gov).  
*Please attach a recent wallet-size photograph of yourself to the application.*
- 2) **Personal Statement.** Please attach a brief statement illustrating your reasons for wanting to attend the academy of your choice. Please keep it no more than one page in length and include your name at the top of the page. (See application for further details).
- 3) **Official Academic Transcript.** Please provide a copy of your official academic transcript(s) (high school and/or college). All transcripts must be originals bearing your school’s official seal. Transcripts must come from the high school guidance counselor. (College students are required to submit both high school and college transcripts).
- 4) **SAT and/or ACT scores.** Please submit all available scores. Applicants may choose to notify the SAT/ACT testing centers to requests that scores be sent directly to Congressman Murphy’s office. The SAT code is #3466. The ACT code is #7313. Due to costs of requesting original copies guidance counselors may submit these scores with the candidate’s official transcript in a sealed envelope.

Please note candidates who receive appointments to the academies usually are in at least the top 20% of their class, with higher than average test scores in Math and English. We recommend that you check the websites of each academy for up to date detailed information on average test scores.

- 5) **Letters of Recommendation.** Please obtain recommendations from three people, including two from academic sources. The other recommendation may come from an academic source or a non-academic source such as coaches, employers, clergy, neighbors or other non-family members who can accurately comment on the applicant’s character, abilities and potential. Please use the recommendation forms that are available in the application packet.

All letters of recommendation must be returned in a sealed envelope with their signature across the seal. All three letters must be submitted with your application by **October 30, 2009**. On the application form, please provide the names and contact information of those whom you expect to write your recommendations.

- 6) **Pre-Candidate Questionnaire.** Please obtain a Pre-Candidate Questionnaire from the Academy. This initiates your file at the Academy and permits the Academy to begin evaluating your candidacy. In turn, the Academy will keep me advised of your status.

## **PROCEDURES**

- 1) All required documents **MUST** be submitted to Congressman Murphy's office **NO LATER THAN OCTOBER 30, 2009**, in order to be considered for a nomination for admission in 2010. Please send all documents to:

Office of Congressman Christopher Murphy  
114 West Main Street, Suite 206  
New Britain, CT 06051

This deadline will not be extended. **If all materials are not submitted by the deadline, your file will be closed as incomplete and you will not be considered for nomination.** SAT and ACT scores from November testing dates are the only materials accepted after the deadline.

- 2) Please be sure to submit all documents to our office as **ONE COMPLETE PACKAGE**.
- 3) You will be asked to appear for a personal interview (see Selection Process).
- 4) If, after applying for the nomination, you decide you are no longer interested in an appointment, please notify our office.

## **SELECTION PROCESS**

Following the receipt of your application, you will receive notification of an appointment for an interview before the Military Advisory Committee. The advisory committee will consist of distinguished members of the community with varied backgrounds. The committee will determine each candidate's overall qualifications. Interviews will be held on a Saturday in early December. You will be informed of the decision regarding your nomination by the end of January.

You may find the application process for a Congressional nomination to be very challenging. For assistance, please feel free to contact Joanne Cannon in Congressman Murphy's office at 860-223-8412.

# *Office of Congressman Christopher Murphy*

## APPLICATION FOR SERVICE ACADEMY NOMINATION Class of 2014

Please type or print neatly in black or blue ink.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle MM/DD/YYYY

Permanent Address: \_\_\_\_\_  
Street Apartment #

\_\_\_\_\_  
City or Town State Zip Code

Mailing or Temporary Address: \_\_\_\_\_  
Street Apartment #

\_\_\_\_\_  
City or Town State Zip Code

Telephone Number: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Permanent Residence Temporary/Other

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ U.S. Citizen: Yes: \_\_\_\_ No: \_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Parent's Address (If different from above): \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_  
City or Town State Zip Code

E-mail Address: \_\_\_\_\_ County: \_\_\_\_\_

Academy Choice: (In order of preference: 1, 2, 3, 4, or "Only")

\_\_\_\_ Air Force \_\_\_\_ West Point \_\_\_\_ Naval \_\_\_\_ Merchant Marine

Are you seeking a nomination from: \_\_\_\_ Senator Dodd \_\_\_\_ Senator Lieberman

*High School/College:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
Street

\_\_\_\_\_  
City or Town State Zip Code

*School Phone #:* ( ) \_\_\_\_\_ *Date of Graduation:* \_\_\_\_\_

*Class Rank:* \_\_\_\_\_ of \_\_\_\_\_ *Guidance Counselor:* \_\_\_\_\_

*SAT Scores:* Math \_\_\_\_\_ Verbal \_\_\_\_\_ Date Taken: \_\_\_\_\_

Math \_\_\_\_\_ Verbal \_\_\_\_\_ Date Taken: \_\_\_\_\_

*ACT Scores (If any):* Subject: \_\_\_\_\_ Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Subject: \_\_\_\_\_ Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

*AP Scores (If any):* Subject: \_\_\_\_\_ Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Subject: \_\_\_\_\_ Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

*Please list the classes you are taking/have taken this year (make sure to make the levels: e.g. Honors, AP, etc.):*

Semester One	Semester Two

*In the table below, please list the extracurricular, athletic, and community activities in which you participated during high school (and college). From top to bottom, please list the groups in order of their importance to you. Please include any positions held or awards received.*

<b>Activity</b>	<b>Years Involved</b>	<b>Hours Per Week</b>	<b>Offices Held, Awards Received</b>

*List any awards, honors, or special activities:*

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*Work Experience:* \_\_\_\_\_

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*List any family members who served in the military:* \_\_\_\_\_

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*List any family members who are Academy graduates:*

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*In the nomination process, we hope to learn about each candidate as a whole. SAT scores, transcripts and activities tell us only so much information about you as a person.*

*The following short answer and personal statement questions will help us better understand you and your motivation for attending a United States Service Academy. Please remember that there are no right or wrong answers.*

*Please type your response to the following short answer and personal statement on an additional piece of paper. Please make sure that your name is one the top, right hand corner of each page.*

**Short Answer Question:** On the previous page, you were asked to list your activities by order of importance to you. Please tell us why you consider your top activity to be most important. What have you learned from participating in that group, club, team, or activity? What have you added to the group? How will having participated affect you in the future?

**Essay Question:** Please write about your desire to attend a United States service academy. Perhaps you may wish to describe the event(s) that made you interested in attending a service academy. Furthermore, you may want to write about a family member or friend who was influential in your decision-making. Please be clear in describing why attending a U.S. service academy is right for you.

Signature: \_\_\_\_\_

By signing this form, I swear that the material contained therein is  
Truthful and accurate and the written material is my own.

Date: \_\_\_\_\_

PLEASE RETURN THIS APPLICATION NO LATER THAN **OCTOBER 31, 2008** TO:

Office of Congressman Christopher Murphy  
Attn: Joanne Cannon  
114 West Main Street, Suite 206  
New Britain, CT 06051



### *Letters of Recommendation Supplement*

Enclosed with this application, please find three identical forms for you to submit to those people who will be writing your letters of recommendation. These recommendations should be returned to you in a sealed envelope with their signature across the flap. Please notify these individuals of your **October 30, 2009** deadline.

Please include all three letters of recommendation with your application.

Please provide us with the names of those people who are writing letters or recommendation for your candidacy.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Years Known: \_\_\_\_\_

*Office of Congressman Christopher Murphy*

**RECOMMENDATION FORM FOR APPLICANTS  
FOR CONGRESSIONAL NOMINATION TO U.S. SERVICE ACADEMIES**

Dear Sir/Madam:

Thank you for agreeing to recommend this candidate in his or her application for a Congressional nomination to a U.S. service academy. I appreciate your candid evaluation of this student's scholarship and character. For your convenience and privacy, I would ask that you return your recommendation to the applicant in an envelope with your signature across the seal. Please keep in mind that applications are due on **October 30, 2009**. Thank you for your time and cooperation.

CHRISTOPHER MURPHY, Member of Congress

*Candidate's Name:* \_\_\_\_\_  
Last First Middle

*Your Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Position/Title:* \_\_\_\_\_

*Relationship To The Student:* \_\_\_\_\_

*How Long Have You Known This Student?* \_\_\_\_\_

*If You Are a Teacher, In What Classes Have You Instructed This Student?* \_\_\_\_\_  
\_\_\_\_\_

*What Grades Did He or She Receive?* \_\_\_\_\_

**Directions:** Please complete the chart on the next page of this form. For each of the characteristics listed, please evaluate the candidate as compared to other students whom you know or those within his or her class. Please continue these evaluations in depth with a letter in which you describe the candidate as you know him or her. (If you have prepared a recommendation for this student for another college, you may submit a photocopy of such a letter.) Please include or highlight any areas of this student's candidacy, which you believe deserve special consideration. Again, thank you for your help.

*Please check the appropriate boxes.*

(If you have no basis for judgment on one or more of these characteristics, do not check any box.)

<b>Characteristic</b>	<b>Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Top 1-3% of Class</b>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenges Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively Participates In Extracurriculars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Again, thank you for your time. Please include this form with your written comments to the applicant in a sealed envelope. Should you have any questions or concerns, or would like to further comment on this applicant, please contact Joanne Cannon at:

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Last First Middle

*Your Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Position/Title:* \_\_\_\_\_

*Relationship To The Student:* \_\_\_\_\_

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Challenges Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively Participates In Extracurriculars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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CHRISTOPHER MURPHY, Member of Congress

*Candidate's Name:* \_\_\_\_\_  
Last First Middle

*Your Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Position/Title:* \_\_\_\_\_

*Relationship To The Student:* \_\_\_\_\_

*How Long Have You Known This Student?* \_\_\_\_\_

*If You Are a Teacher, In What Classes Have You Instructed This Student?* \_\_\_\_\_

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Challenges Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected by Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively Participates In Extracurriculars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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